

IOWA AIR NATIONAL GUARD
HEADQUARTERS 185TH FIGHTER WING (ACC) (ANG)

1 October 2000

MEMORANDUM FOR ALL UNITS

FROM: 185FW/CC
2920 Headquarters Ave
Sioux City, IA 51111-1300

SUBJECT: Commander's Policy Letter #7 Lodging/Mileage/Per Diem for Inactive and Active Duty Performed Home Station

1. Standard Commuting Distance. The policies and procedures addressed within this letter are obtained from AFI 34-246, AFI 34-246/ANGSUP 1 and a meeting of management staff within the 185th Fighter Wing. This letter establishes the Standard Commuting Distance to be approximately one hour driving time one way between the Sioux Gateway Airport's zip code and the zip code of the member's home of record. See Services for official list of zip codes that are considered to be within this area. All other zip codes are considered to be outside of the Standard Commuting Distance. Substantial and explained differences from the above zip code standards may be considered by Services.

2. Inactive Duty Home Station Entitlements:

- a. Non Commuter. Defined as, the member's zip code being outside the designated commuting area and the member stays in contract quarters at no cost to the member while performing duty. The member will be entitled to the following items.

-- Room for Friday/Saturday or a room for equivalent days if performing duty during the week.

-- Meals-in-kind for enlisted members...

-Saturday all meals

-Sunday morning and noon meals

-or equivalent meals if duty is performed during the week.

-Note: If Dining Facility is open it will be used. If it is not open a convenience meal will be provided by Services, after notification is received from the member's supervisor.

-- Mileage is not paid for inactive duty.

-- Per diem is not paid for inactive duty.

--Note: Room will be provided at no cost to the member. No travel voucher is to be completed.

- b. Commuter. Defined as, the member's zip code is within the designated commuting area, or the member's zip code is outside designated commuting area and the member chooses not to stay in contract quarters. The member will be entitled to the following items.

- No room entitlement.
- 1 meal for 8 hours of duty for enlisted members. (AGR's/officers must pay.)
 - Note: If Dining Facility is open it will be used. If it is not open a convenience meal will be provided by Services, after notification is received from the member's supervisor.
- Mileage is not paid for inactive duty.
- Per diem is not paid for inactive duty.

3. Active Duty Home Station Entitlements:

- a. Non Commuter. Defined as, the member's zip code is outside the designated commuting area and the member stays in a hotel room, which was coordinated with Services. The member will be entitled to the following items.

- Room while performing duty.
- Per diem for days utilizing hotel room, which was coordinated with Services.
 - Note: If the member does not use a Services coordinated room they will be treated as a commuter and per diem will not be paid.
- Mileage is paid as one round trip per set of dates per the member's orders.
- Note: Room will be paid for by member and claimed on travel voucher, which will also be used to pay per diem and mileage.

- b. Commuter. Defined as, the member's zip code is within the designated commuting area, or the member's zip code is outside the designated commuting area and the member chooses not to stay in a Services coordinated room. The member will be entitled to the following items.

- No room entitlement.
- No meal entitlement.
- Mileage is paid as one round trip per set of dates per the member's orders.
- Note: Mileage entitlement will be paid using the back of member's orders.

4. Room Policy:

- a. All personnel within the grades of E-1 to E-6 will be lodged in double occupancy rooms.
- b. All personnel within the grades of E-7 and above will be lodged in a single occupancy room. Note: This includes all officers.

- 5. Room With Family. Traditional members eligible for a double occupancy room, but who wish to have their family member or members share the room with them, are required to pay the difference between single and double rate occupancy, plus any applied taxes to the hotel upon departure. All personnel who are authorized a single room (E-7 and above) are also required to pay the difference between single and double rate occupancy, plus any applied taxes to the hotel upon departure.

6. Rooms are Guaranteed. All rooms will be guaranteed starting with the first night of your reservation through the last night. If you are unable to use the accommodations when scheduled, it is your responsibility to inform your supervisor or the hotel. No shows will be forwarded to your squadron for failure to comply actions.

7. Reservations. Eligible personnel must inform their supervisor of their lodging needs no later than 1200 hours on Sunday of the SUTA prior to the UTA. If you are doing SUTA, it will be accomplished by 1200 hours on Sunday of the UTA prior to the SUTA. NOTE: All reservations made by the member communicated to the supervisors forwarded to 185th Services to the hotel are final. There will be no changes made by the member upon arriving at the hotel. Example: Demanding a single room, rooming with another person or family quarters.

8. Cancellations. All personnel who have made a lodging request must inform their supervisors of their cancellation no later than 1200 hours on the day the reservation was made. NOTE: The names of all personnel who request lodging and do not stay will be forwarded to their first sergeant for failure to comply actions.

9. Changes. All personnel who have changes to their lodging request must inform their supervisors of their requested change no later than 1200 hours the day prior to the day the reservation was made. Examples: Want to room with another person, room by yourself, or you are bringing family with you now. NOTE: Single and family room request accommodations will be considered only after all requests for all eligible personnel are accomplished. Extra rooms will not be guaranteed to accommodate all singles and doubles for family. The earlier your requests are in, the better the proper type of lodging requests can be accommodated.

10. Full-time employees. All full-time employees and ANG installations (AGR and Air Technicians) are considered to be living within the commuting distance. Reference: AFI 34-246/ANGSUP 1, 3.1.9. The unit is not authorized to pay lodging for Guard members employed full time (AGR/Air Technician for IDT unless required by military necessity. Reference: AFI 34-246/ANGSUP 1, 3.2.2 Example: Deployments, special occasions, weather conditions. Exceptions – Mission/Weather. First sergeants and/or squadron commanders have the authority to change the Standard Commuting Distance, along with authorized personnel, due to mission demands and/or adverse weather conditions.

11. Charges. The 185th will only pay for lodging charges for eligible 185th personnel. Any other charges made are the responsibility of the member.

12. Failure to Comply. All personnel eligible for lodging and who fail to comply with the above policies and procedures, will result in a letter of reprimand, and or loss of lodging privileges as deemed appropriate. All personnel actions will be handled through the squadron first sergeants.

13. This supersedes Commander's Policy Letter #7 dated 1 September 1998.

//signed//
V. THOMAS CONSIDINE, Col, Iowa ANG
Commander